

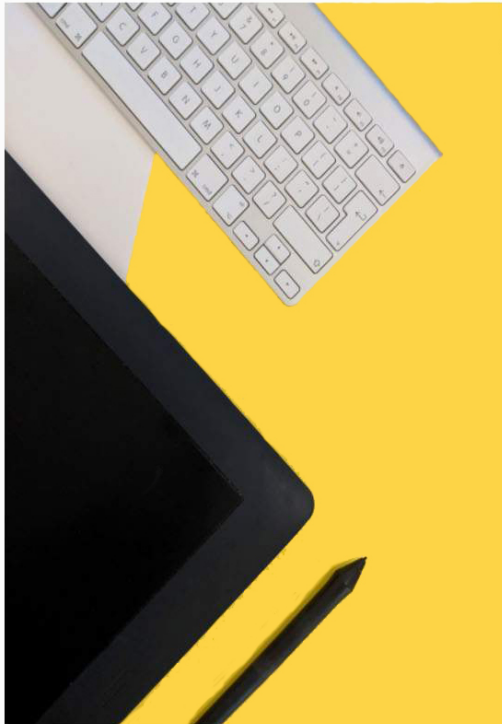


Make Your Microsoft PowerPoint Learning Resources Accessible

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DIGITAL ACCESSIBILITY

Digital Accessibility is a way to let people with differing needs, preferences and in **different situations**, navigate the web and **engage with content** effectively and easily.

WHY?

Ensuring accessibility to a PowerPoint file make it easier for screen readers and other assistive technologies to read and navigate a document, with Table of Content, hyperlinks, bookmarks, alt text, and so on.

Accessibility also make it possible to read the information on different devices, such as large-type displays, personal digital assistants (PDAs) and mobile phones

In Windows, Office for Mac, and Office for web, when you save a file in a PDF format, you automatically include the accessibility tags.

Common Issues

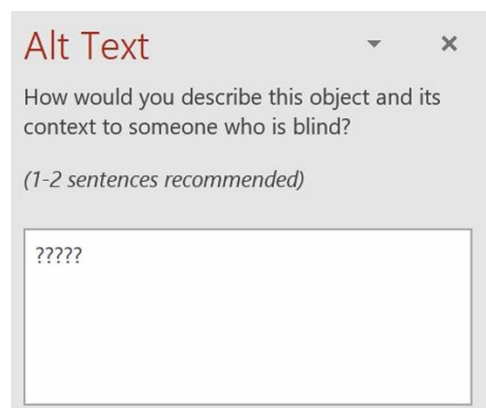
Accessibility Errors

Being aware of a few simple steps when creating your document or editing a current document will ensure you have an accessible document. The following will outline the most common errors found within a PowerPoint, and the following lessons will go through step by step instruction on how to avoid these errors.

Having images with no alternative text or identified as decorative

Alt text (alternative text), also known as "alt attributes", "alt descriptions" are used to describe the appearance and function of an image on a page.

Adding alternative text to photos is first and foremost a principle of web accessibility. Visually impaired users using screen readers will be read an alt attribute to understand an on-page image better. Alt tags will be displayed in place of an image if an image file cannot be loaded.



Text Contrast

It's the difference between the darkness of your text and the lightness of your background.

With dark themes, you may also have white text against a dark background. In that case, even more contrast is needed to maintain the same degree of legibility. In general, the more text stands out against its background, the easier it is to read.



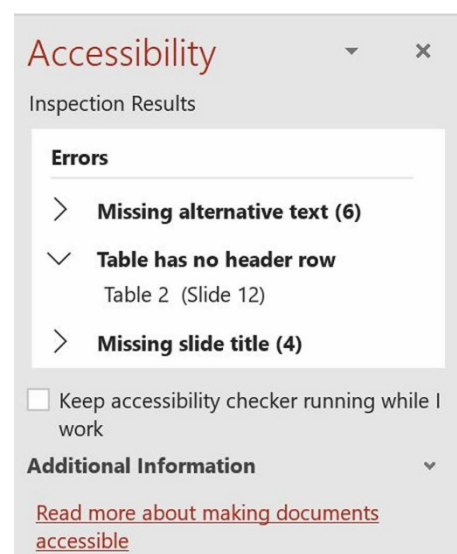
Tables without Headings

Tables in documents are useful for communicating relationships between data, especially when those relationships can be best expressed in a matrix of rows and columns.

Tables should not be used to control Layout. Authoring tools have other means of doing this, including organising content into columns.

If your data is best presented in a table, **try to keep the table simple.** If the table is complex, consider whether you could divide it into multiple smaller tables with a heading above each.

A key to making data tables accessible to screen reader users is to **clearly identify column and row headers.** Also, if there are nested columns or rows with multiple headings for each cell, screen readers need to be explicitly informed about which headers relate to which cells.



The screenshot shows a window titled "Accessibility" with a close button (x) in the top right corner. Below the title is the text "Inspection Results". Underneath, there is a section labeled "Errors" with a list of three items:

- > **Missing alternative text (6)**
- ✓ **Table has no header row**
Table 2 (Slide 12)
- > **Missing slide title (4)**

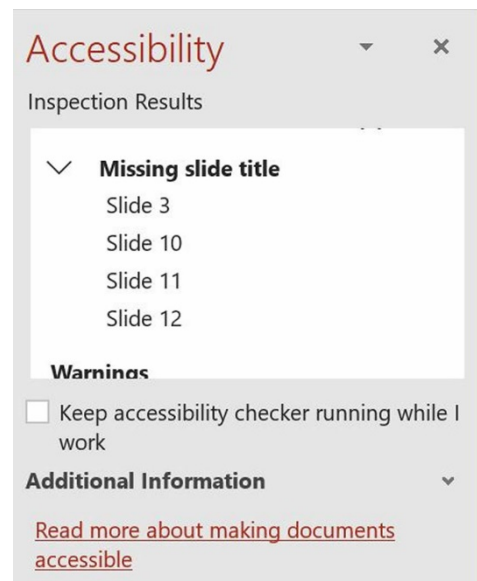
Below the errors list is a checkbox labeled "Keep accessibility checker running while I work" which is currently unchecked. At the bottom, there is a section labeled "Additional Information" with a dropdown arrow. Below this section is a link that reads "Read more about making documents accessible".

Slides without Headings

Every slide should have a Title/Heading.

Screen readers use these to replace a table of content to navigate the presentation.

All slides automatically get this assigned when you add a new slide. But you may have deleted the title text box as you did not want text appearing on your slide.

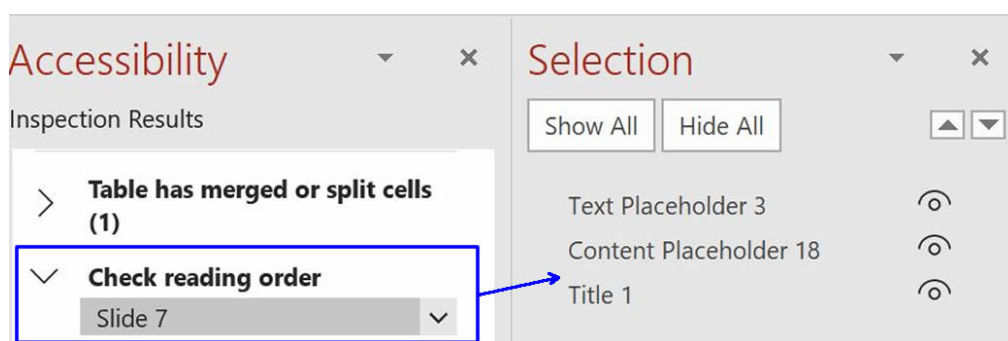


Reading Order

As you add text/images/etc. to a slide, the reading order is also being defined.

You may move things around on the slide to rearrange the layout in a **logical visual way**, but because you may have added an image before the title or some text before the title the reading order will **not** follow your visual layout.

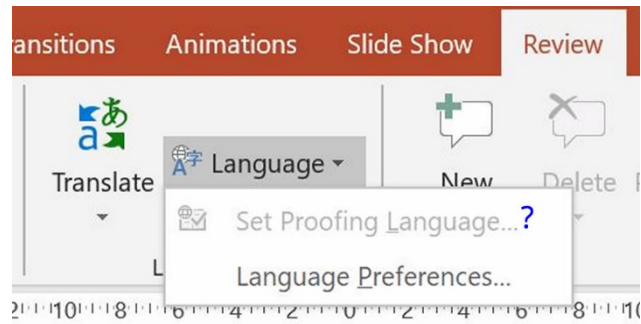
You should review the reading order for ALL slides and resort as required.



No language set

Leading screen reader software is multilingual and can read content in English, Spanish, French, and a wide variety of other languages. In order to ensure that screen readers will read a document using the appropriate language profile, the language of the document must be identified.

You should also identify the language of any content written in a language other than the document's default language. With this information, supporting screen readers will switch between language profiles as needed on the fly.



Most document authoring tools provide a means of identifying the document language and the language of specific parts within the document.

Locating the Accessibility checker

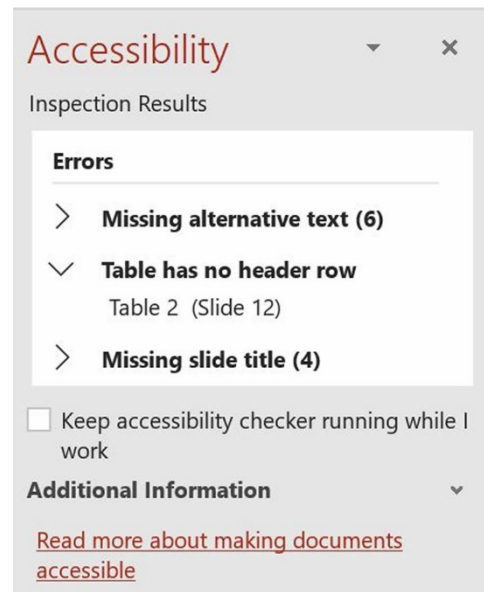
In OFFICE 365

1. You will find the '**Check accessibility**' on the **Review Tab**.
2. Clicking on this will open the **Accessibility Panel** on the right of the screen.



This Panel will list any Errors the document may have.

Clicking on any of the error or warning will activate an information panel on the lower section of the Accessibility Panel, which provides additional information on the error and steps on how to fix it.

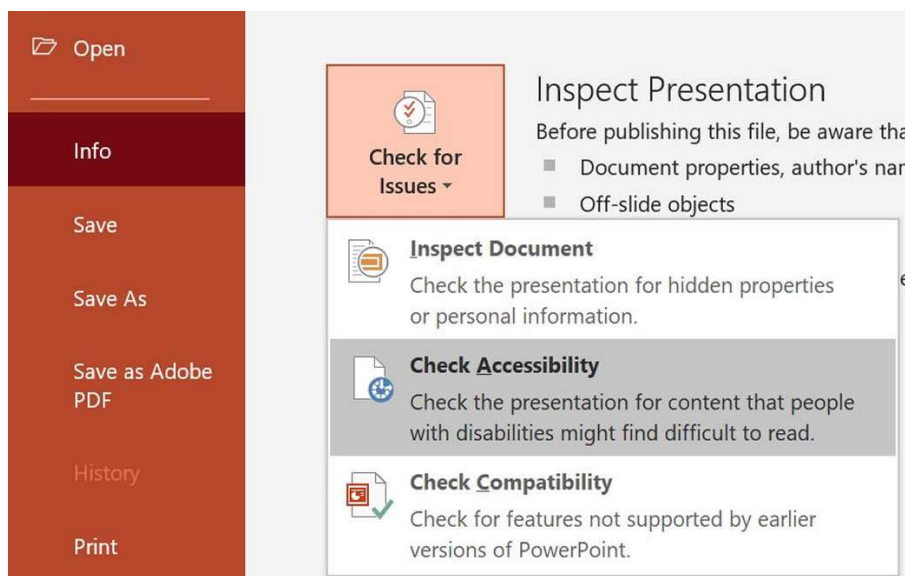


In older versions of Word:

1. Click on **File**
2. Click on **Info**
3. Click **Check for issues** icon
4. Select **Check Accessibility**

OR

1. Click on **File**
2. Click on **Options button**
3. You will need to check under the various menu to locate the **Check Accessibility option** as different version have this located in other areas.
4. Select **Check Accessibility**



Why Alternative (Alt.) Text Description

Presentation Images

PowerPoint presentations **rely on images to:**

- **Replace** large bodies of text with meaningful images.
- They are used as **triggers** to expand on a topic or point.
- **Portray** content such as tables in a more graphic format.

Because of this reliance on images, especially in presentations with no embedded audio recording, **it is essential** to provide the supplementary information via the Alternative text/image descriptions.

Some of the areas that cause issues when using images are:

Example 1

Issue:

Text over images where the background and text colours don't have enough of colour contrast, so the text or part of the text is lost in the image.

Fix:

- Re-colour text to stand out
- Move the text to a different part of the image where it can be clearly seen
- Set the text box background to be a solid contrasting colour so the text can easily be seen.



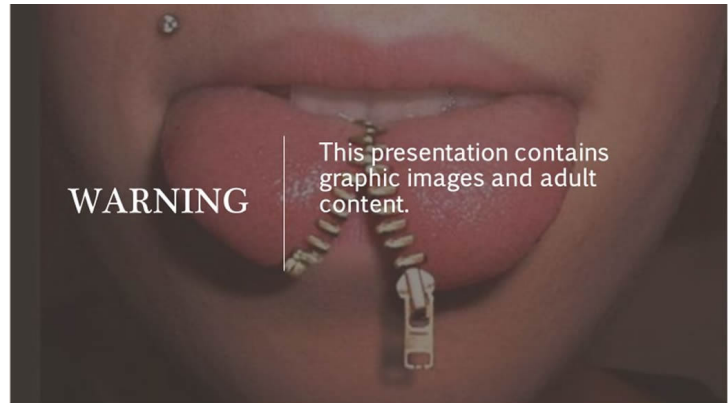
Example 2

Issue:

Text is embedded in the image so a screen reader cannot read the text.

Fix:

Re-type the text into the alternative text description box



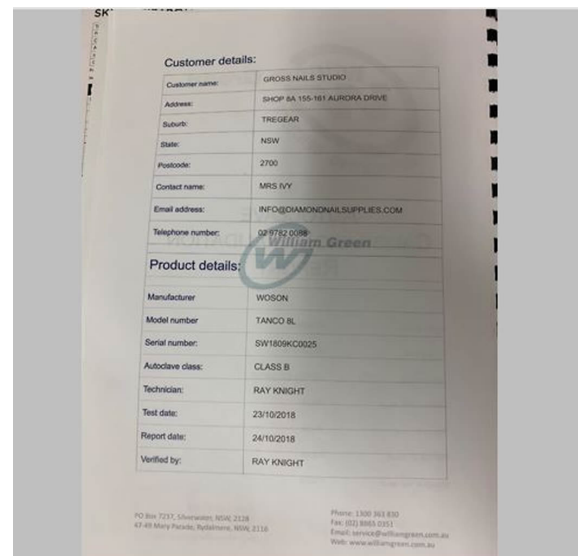
Example 3

Issue:

Having a slide with only an image and no text.

Fix:

Provide a detailed explanation of the knowledge or understanding the student should have gotten from the image.



How to Write More Effective Alt Text

Video - [How to Write More Effective Alt Text](#)

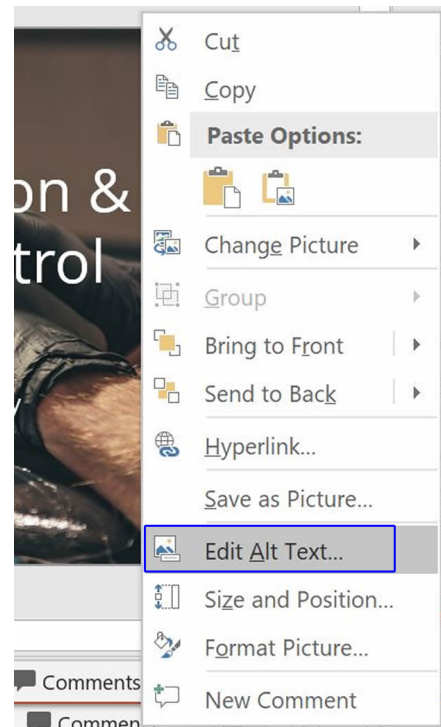
Adding Alternative (Alt.) Text Description

Locating where to add a description.

There is two way to add a description to an image quickly.

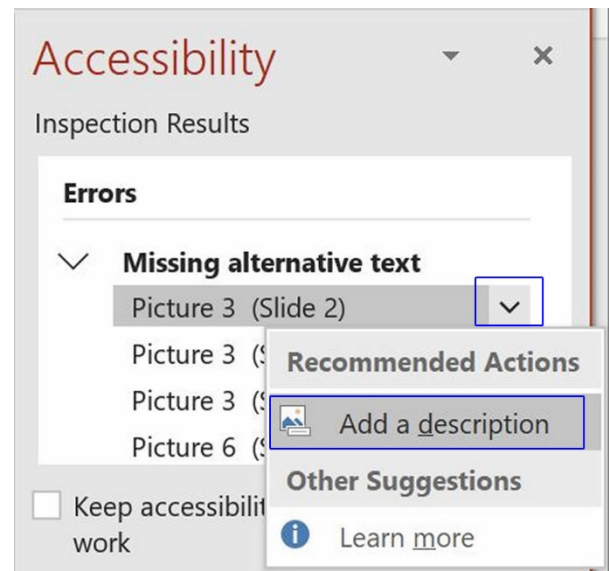
Option 1

1. **Right-click** on the image
2. Scroll down the list to '**Edit Alt Text**'



Option 2

1. **Open** the **Accessibility Checker**.
2. **Click on the Arrow** beside the image listed under Errors.
3. Click '**Add a Description**'



Writing good ALT text description

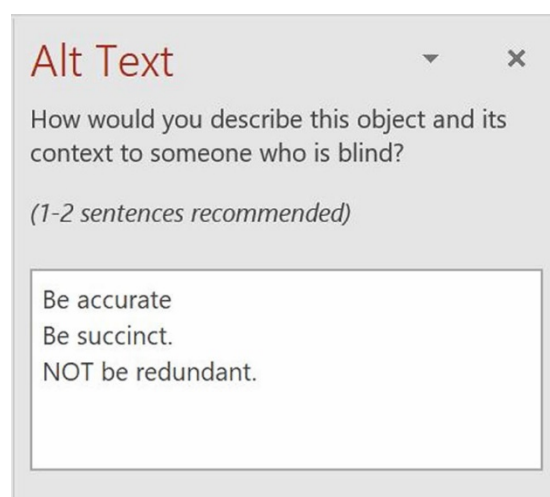
In some cases, providing poorly written ALT text description can be as bad as not providing ALT text at all. Poorly written, ambiguous, or irrelevant ALT text can actually worsen understanding of a page and cause confusion.

Determining appropriate ALT text is often a matter of personal interpretation and is influenced by the image's context (i.e. the accompanying text). However, following the guidelines below will help you to create effective alternate text for most situations.

ALT text should typically:

- **Be accurate and equivalent** in presenting the same content and function as presented by the image.
- **Be succinct.** This means the correct content and function of the image should be presented as succinctly as is appropriate. Typically, no more than a few words are necessary, though rarely a short sentence or two may be appropriate.
- **NOT be redundant** or provide the exact same information as text within the context of the image.
- **NOT use the phrases "image of ..." or "graphic of ..." to describe the image. It's** usually apparent to the user that it is an image. And if the image is conveying content, it is typically not necessary that the user knows that it is an image that is conveying the content, as opposed to text.

The information in the bulleted list above is taken from WebAIM (April 2010).



When is Alt text description not needed?

It is not always necessary or appropriate to add ALT text to images, such as in the following situations:

- **If an image is purely decorative** and provides no useful information to the user to help them understand the web page's content.
- **If the information provided by the image is communicated effectively elsewhere in the body text of the page.** Often images (or diagrams) are used to reinforce understanding and do not necessarily provide any additional information. Providing ALT text in this situation would duplicate text content.

The information in the bulleted list above is taken from WebAIM (April 2010).

Not needing an ALT description **does not mean you do not need** to put something in the description. Images that do not enhance or add to the information in the document's text should be tagged as **DECORATIVE**.

Alt Text

How would you describe this object and its context to someone who is blind?

(1-2 sentences recommended)

Decorative.

Checking Contrast

The colour required will depend on the background colour of the slide or image and the foreground text.

The text could be over an image, shape, etc. You will need to use the colour contrast analyser to select a better alternative to the font colour. But generally, with a light background you use a dark text colour and a dark background you will need a white or light coloured text.

If it's an image of various colours, you will need to decide if there is anywhere on the image that is more suitable or it may require a solid shape behind the text over the image so the text can be easily read.

Fixing Text Contrast

WCAG Level AAA requires a contrast ratio of at least 7:1 for normal text and 4.5 for large text.

Large text is defined as 14 point **and bold or larger**, or 18 points (typically 24px) or larger.

The [Colour Contrast Analyser \(CCA\)](#) helps you determine the legibility of text and contrast visual elements, such as graphical controls and visual indicators. This is a small app you download.

[WebAIM](#) Contrast Checker is online.

[Contrast Finder](#) - finds correct colour contrasts for web accessibility

The colour required will depend on the background of the text. The text could be over an image, shape, etc. You will need to use the colour contrast analyser to select a better alternative to the font colour. But generally, with a light background, you use a dark text colour and a dark background you will need a white or light colour text. If it's an image of various colours, you will need to decide if there is anywhere on the image that is more suitable or it may require a solid shape behind the text over the image so the text can be easily read.

Note: This warning does not go away. It's there as a reminder to check manually checked/review the reading order.

Image Contrast

The [Colour Contrast Analyser \(CCA\)](#) helps you determine if the text within images has enough contrast to be clearly read.

If it does not you will need to either;

- **Edit** the image in a software package like Photoshop
- **Find** a better image.

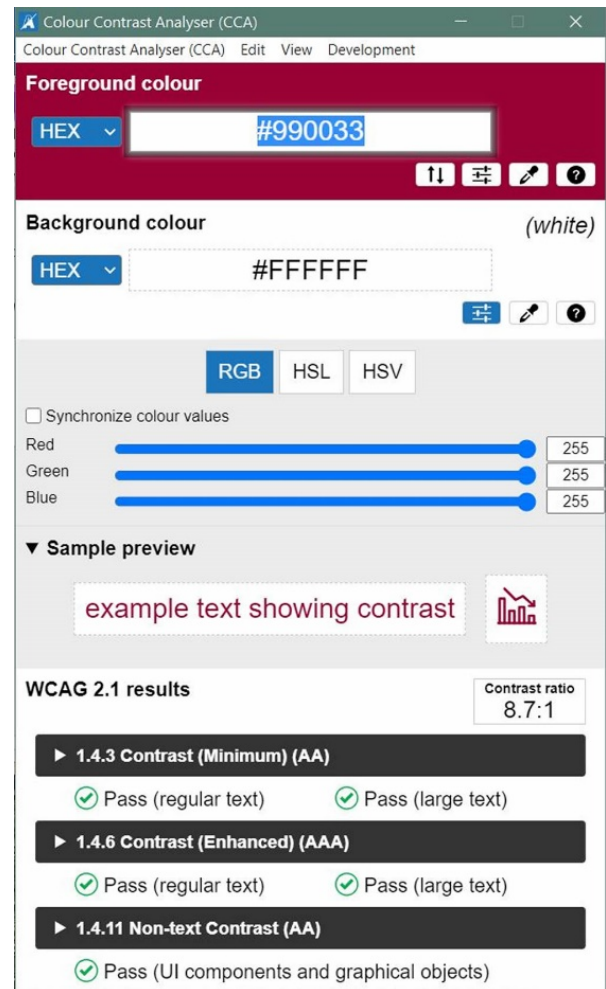


Table Headings

PowerPoint has limitations when it comes to making tables accessible. Tables can be very difficult for screen reader users to understand unless they include markup that explicitly defines the relationships between all the parts (e.g., headers and data cells). For a simple table with one row of column headers and no nested rows or columns, PowerPoint is up to the task.

However, more **complex tables can only be made accessible within HTML or Adobe PDF** (accessible table markup can be added to the PDF using Adobe Acrobat Pro).

Often complex tables can be simplified by breaking them into multiple simple tables with a heading above each.

Step 1

Identifying the Table Header

For simple tables: the only step necessary for accessibility is to identify which row contains the column headers. When creating a table, two new tabs will appear in the ribbon.

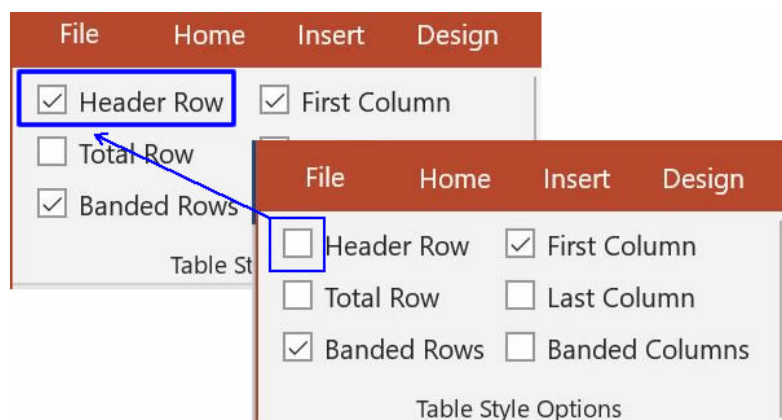
1. **Click** anywhere within the table.
2. From the Ribbon menu, Table Tools select '**Design Tab**'.



Step 2

Identifying the Table Header

1. Selecting the Design tab will reveal the **Table Styles Option** group
2. Tick to make the **Header Row** active.



NOTE

If you have headings going down a column or across both a rows and columns, it is advisable to use one of **PowerPoint's Table Styles templates** the identity these as heading areas. The temple colours can be edited to suit your content.

If you save this document to a PDF, you will need to run the accessibility checker to confirm the headings have been correctly tagged.



Alternative (Alt.) Text Description

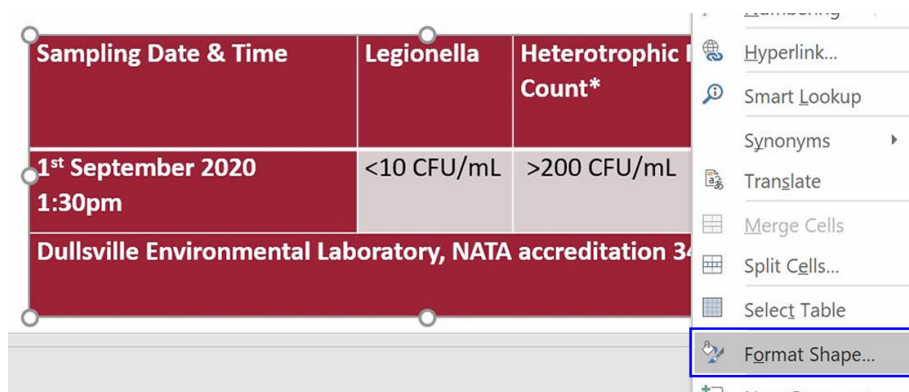
If you need to use a **complicated table or use merged cells**, you should also add a **description to the Alternative text**.

The description should explain the whole and provide a navigation review, such as column 1 / row 1, Column 1 / row 2, etc.

The description should ensure the student would gain the knowledge and understanding that a sighted person would get from the table.

Step 1

1. **Right-click** anywhere within your **active table**.
2. From the menu **select "Format Shape"**. This opens the **Format Shape panel**.

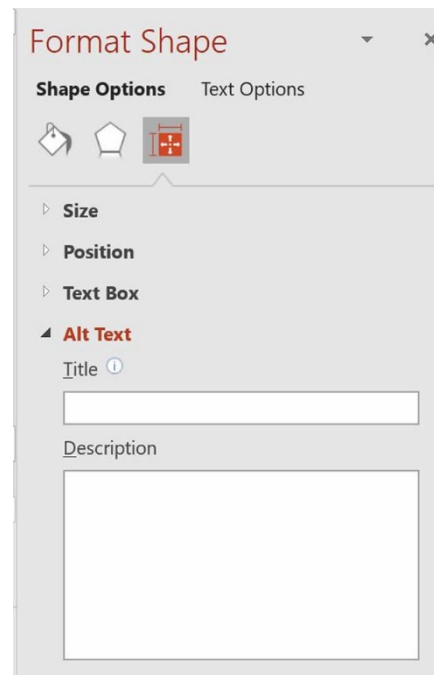


Step 2

Click the **Size & Properties icon** (*first icon on the right*). This opens to provide more options.

Step 3

- **Select Alt Text** to expand this area.
- Enter a Title and **Description**



Slide Headings

Why slide titles are important

Why slide titles?

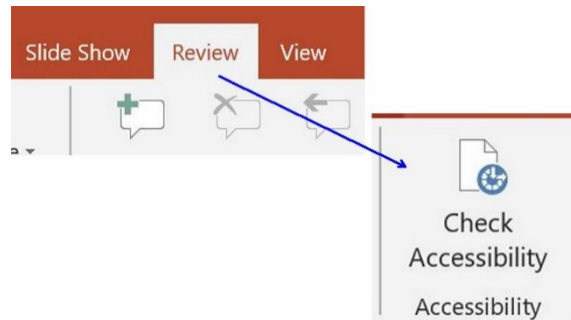
- **Accessibility** - A visually impaired person, who uses a screen reader relies on the slide titles to know which slide to select.
- Helping various **PowerPoint features work correctly** - Design Ideas, Apply Layout and Reset Slide work better on slides with titles. Insert Hyperlink, Insert Zoom, and custom shows all refer to slides by their titles.

There are **multiple ways to add titles** to your slides in PowerPoint.

- Use the **Accessibility Checker**
- You can also use the **Outline view** to create and update the titles of your slides.
- Use the Layout option to create a standalone title slide or to add a title to a slide that contains other text.

- Office 365

You will find the '**Check accessibility**' on the **Review Tab**.



Clicking on this will open a **new panel on the screen's right** where any **Errors** in the document will be highlighted. Clicking on the error or warning will also active information on what the error means and how to fix it.

Accessibility Checker can point out four situations where a title is warranted:

<u>Option</u>	<u>Description</u>
Edit Slide Title	Appears if the slide already has a title placeholder and you just need to fill it in.
Add Slide Title	Appears when a slide doesn't have a title placeholder. Choosing this option adds a title placeholder even if the Slide Layout you used didn't have one. Fill it in with the title you want to use.
Add Hidden Slide Title	Appears if the slide already has a title placeholder and you just need to fill it in. The placeholder is positioned off the slide so that it's invisible during Slide Shows and in printouts.
Set as Slide Title	Appears when the slide has no title placeholder. When you choose this command, PowerPoint automatically selects what it thinks is the most likely text box to be the title. But you can change the selection if necessary.

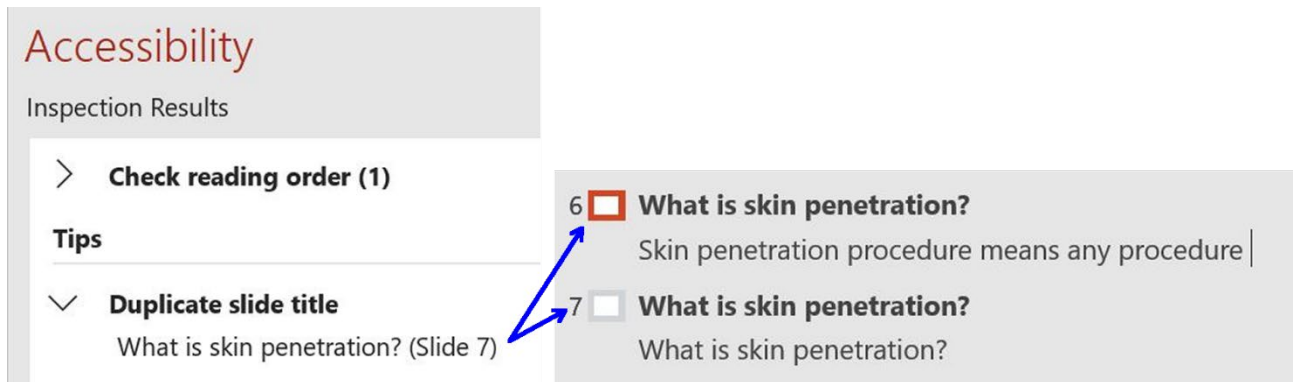
Unique Slide Titles

You will get a '**Tip**' that there are two or more slides with the **same slide title**.

- This is an issue for screen reader as they use the titles of the slides like chapters in a book.

- Having one or more chapter title the same would confuse someone trying to navigate the presentation, especially if the duplicate titles are in separate areas of the presentation.

If you have to have the titles the same, please use extensions like Part 1, part 2..., or title Cont., etc.



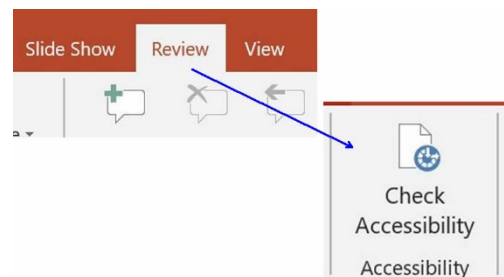
Fix Slides Headings - Accessibility Checker

Step 1

Accessibility Checker

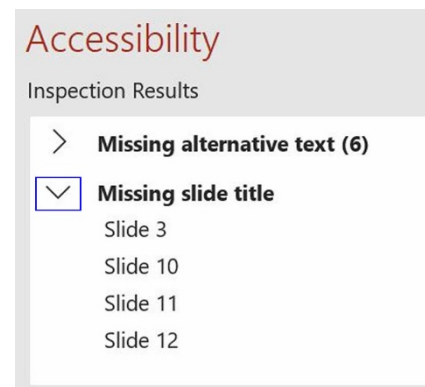
- Office 365

- Click the **Check Accessibility icon** to open the Panel,

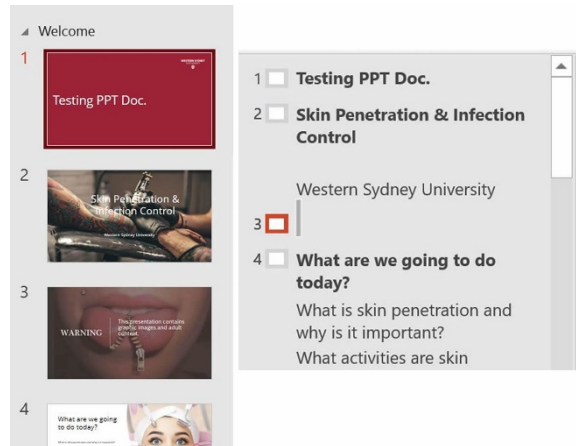


Step 2

- **Click** on the Arrow beside **'Missing slide title'** to see the list of slides missing titles.



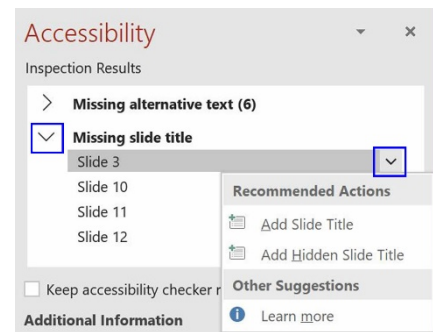
- Clicking on any of the listed slides will **change the left hand panned to Outline View**



Step 3

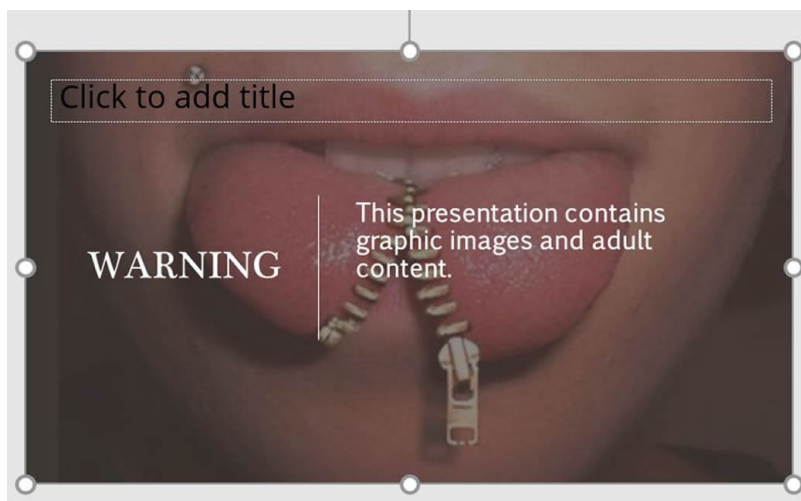
Click on the Arrow at the end of the listed slide to see options:

- Add **slide title**
- Add **Hidden slide title**



Add slide title

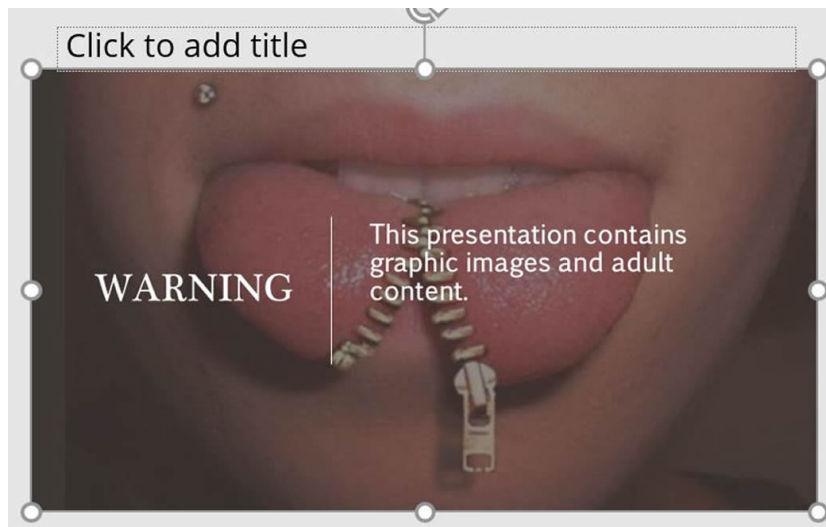
- **Clicking 'Add slide title'** will place a title text box on the slide.
- **Enter/format text** as normal to the title text box.



Add Hidden slide title

- **Clicking 'Add Hidden slide title'** will place a title text box above the slide.
- Enter/format text as normal to the title text box.

NOTE: This is hiding the title from displaying on the screen, not from the screen reader. See Reading Order for steps to hide the on-screen title from being read by the screen reader.

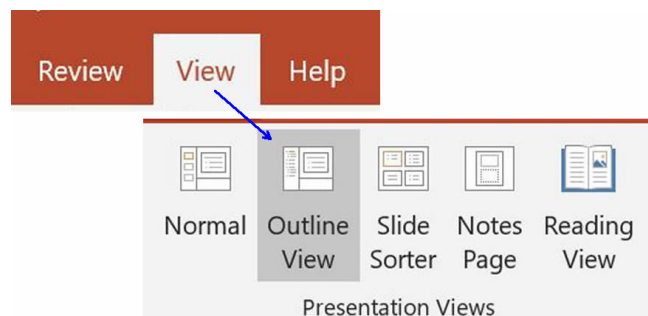


Fix Slides Headings - Outline View

Step 1

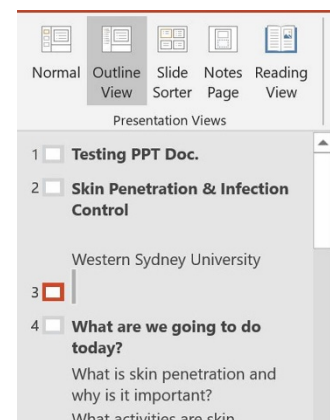
OUTLINE VIEW

- **Click** on the **View Tab**
- **Click** on **Outline View**



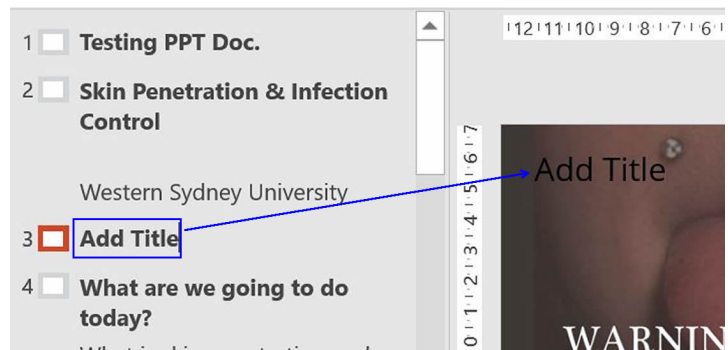
Step 2

- **Scroll down** the slides list in the Panel till you come to a **slide number with no text**



Step 3

- Start **typing** into the empty **slide title area** on the Panel.
- As you type the text you are typing will **appear on the slide**.

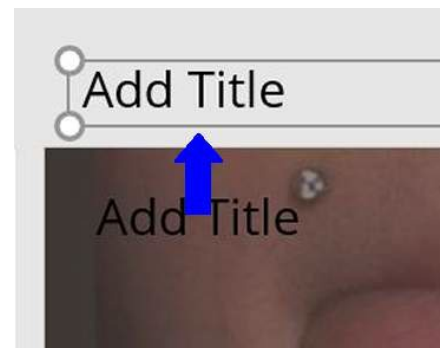


Step 4

Removing a title from a presentation slide.

- **Click and drag** the title text box off the slide.

NOTE: This is hiding the title from displaying on the screen, not from the screen reader. See Reading Order for steps to hide the on-screen title from being read by the screen reader.



Recommended Styles

The University brand **preferred fonts** are **Gotham Narrow Light** for Heading and **Chronicle** for the body of the text.

These are the university custom fonts.

If they are not your home computer, the preferred alternative is **Open Sana** which is available on all computers.

Please use the preferred fonts if they are available to you.

The following are **suggested Styles** to keep consistency across the university.

Title Slide - Crimson background

Main Heading

Font: Gotham Narrow Light - (replace with **Open Sans** if this font is not your computer)

Font size: 54pt

Colour: White Hex #FFFFFF / RGB 255-255-255

Title Slide - Crimson background

Sub-Heading

Font: Gotham Narrow Light - (replace with **Open Sans** if this font is not your computer)

Font size: 48pt

Colour: White Hex #FFFFFF / RGB 255-255-255

Section Title Slide - Crimson background

Main Heading

Font: Gotham Narrow Light - (replace with **Open Sans** if this font is not your computer)

Font size: 30pt

Colour: White Hex #FFFFFF / RGB 255-255-255

Section Title Slide - Crimson background

Sub-Heading

Font: Gotham Narrow Light - (replace with **Open Sans** if this font is not your computer)

Font size: 21pt

Colour: White Hex #FFFFFF / RGB 255-255-255

Standard Slide - Crimson top banner

Banner title

Font: Gotham Narrow Light - (replace with **Open Sans** if this font is not your computer)

Font size: 24pt

Colour: White Hex #FFFFFF / RGB 255-255-255

Standard Slide - White top banner

Banner title

Font: Gotham Narrow Light - (replace with **Open Sans** if this font is not your computer)

Font size: 24pt

Colour: Crimson Hex #990033 / RGB 153-0-51

First Level Text (Body)

Font: Chronicle - (replace with **Open Sans** if this font is not your computer)

Font size: 24pt

Colour: Dark Grey Hex #3A3537 / RGB 58-53-55

Text Emphasis

Font: Chronicle - (replace with **Open Sans** if this font is not your computer)

Font size: 24pt

BOLD

Colour: Black Hex #000000 / RGB 0-0-0

Second Level Text

Font: Chronicle - (replace with **Open Sans** if this font is not your computer)

Font size: 21pt

Colour: Dark Grey Hex #3A3537 / RGB 58-53-55

Third Level Text

Font: Chronicle - (replace with **Open Sans** if this font is not your computer)

Font size: 18pt

Colour: Dark Grey Hex #3A3537 / RGB 58-53-55

Fourth Level Text

Font: Chronicle - (replace with **Open Sans** if this font is not your computer)

Font size: 15pt

Colour: Dark Grey Hex #3A3537 / RGB 58-53-55

Link Text

Font: Gotham Narrow Light - (replace with **Open Sans** if this font is not your computer)

Font size: 24pt

Colour: Crimson Hex #990033 / RGB 153-0-51

Check Reading Order

Must Check

As you add text/images/etc. to a slide, the reading order is also being defined.

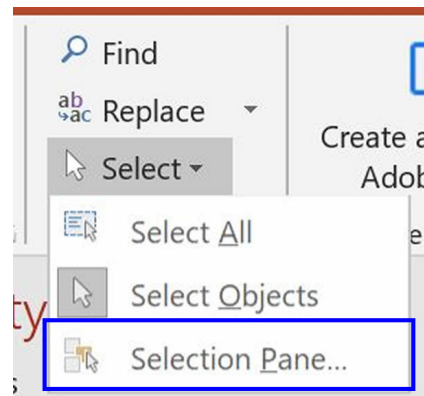
You may move things around on the slide to rearrange the Layout in a logical visual way, but because you may have added an image before the title or some text before the title. The reading order will **not** follow your visual Layout.

You should review the reading order for ALL slides and resort as required.

There are **two** ways to access the Reading Order.

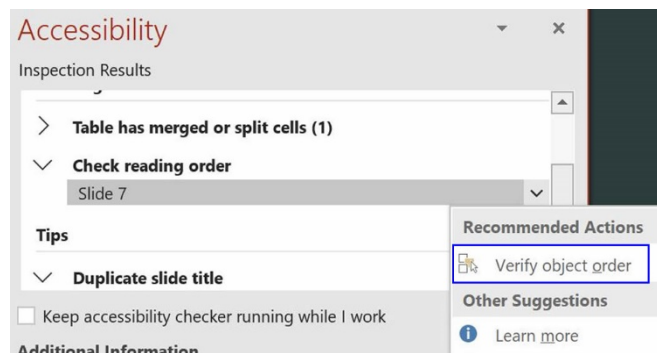
Selection Pane

1. From the **Home Tab**.
2. **Click** on the Arrow beside **Select**.
3. **Click** on **Selection Pane**



Accessibility Checker

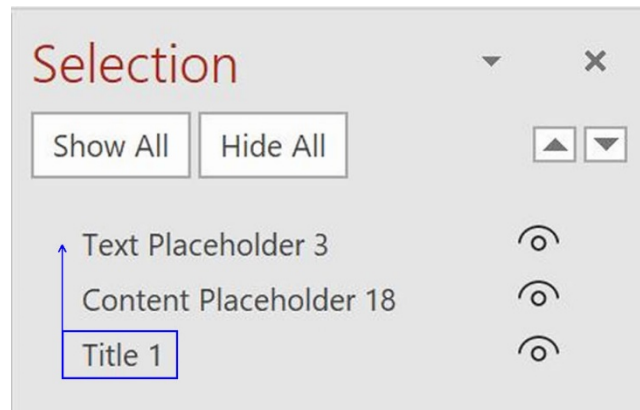
1. Open the **Accessibility Checker**.
2. Under **Warning** / Click on the arrow to expand **Check reading order**
3. **Click** on the arrow beside the slide and select **Verify Object Order**



Note: The checker may only list a couple of slides for review, but you will need to **check all slides** in your presentation.

Reorder Slide Items

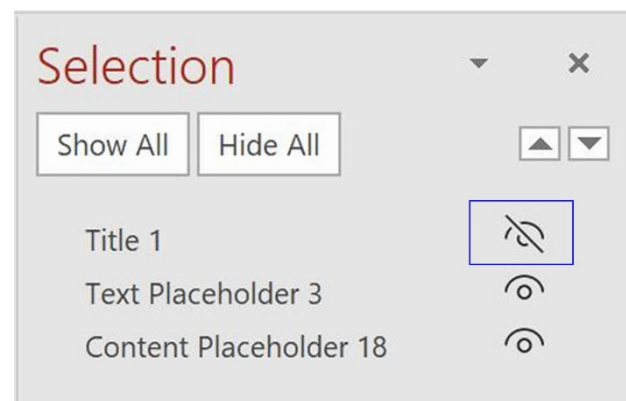
1. **Hold your mouse down** on the object you wish to move and **drag** to the correct position for the correct reading order.
2. Click on the **next slide** and **repeat** the reordering.
3. **Keep repeating** till the whole presentation has been checked.



Hiding on Screen Slide Title from Screen Reader

If you **do not** wish the **title read** out by the screen reader, you can hide the title in the Selection pane by clicking on the icon beside the title. This will put a line through the icon indicating it will not be readout.

NOTE: The **slide title will not be affected** when a screen reader scrolls through the slides.



Setting The Language

Set Language

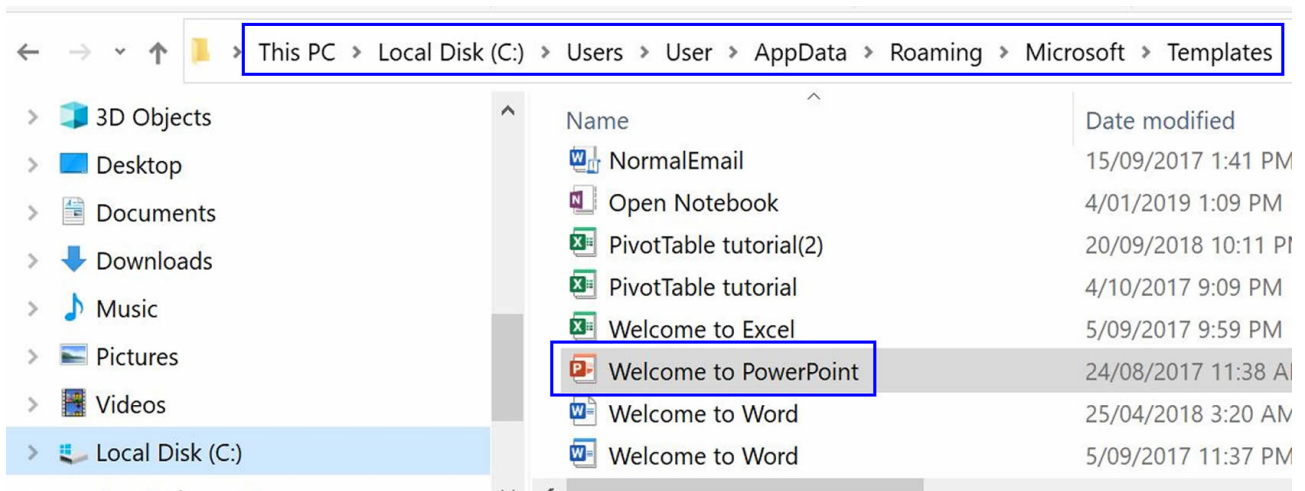
This should be one of the **last steps in developing your presentation** to ensure all text that has been copied into the presentation is using the correct language.

English Australia dictionary should be used for all presentations.

PowerPoint originally defaults to English (United States) when installed.

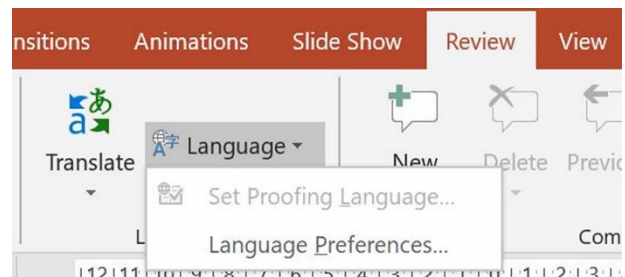
Even having the language permanently set as the default, in Microsoft Welcome to **PowerPoint.potx template file**, you will still need to check the content's language if you have copied any text in from another document or the internet.

You will also need to **define any other languages** you have within the document.



Set Proofing Language - not available.

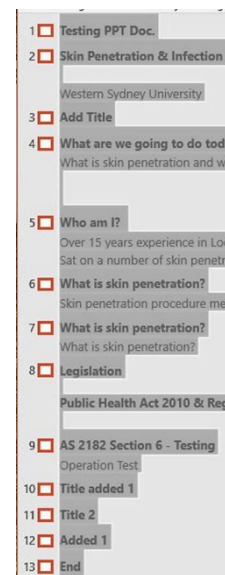
1. On the **Review tab**, click on **Language**
2. Click on **Set Proofing Language**
3. If the **Set Proofing Language** is not available (greyed out), it means that **no slides** have been selected.



Step 1

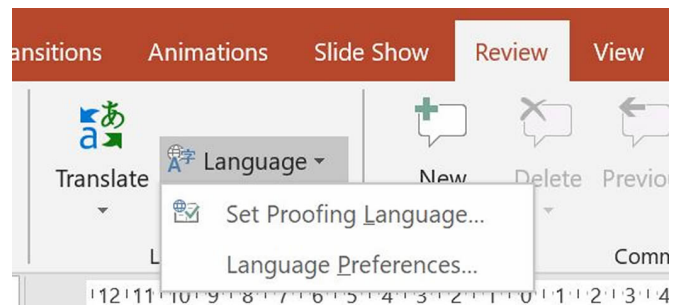
1. Click on the **View** tab and select **Outline View**
2. **Select ALL** the slides

Note: Clicking on one slide will only set the language for that slide.



Step 2

- On the **Review** tab, click on **Language**
- Click on **Set Proofing Language**



Step 3

- Make sure **English (Australia)** is selected
- Click **Set As Default**
- Click **OK**

